

## Preparation

### Setting Up the Acrobat PDF Reader

In order to view documents filed on the system, users must set up Acrobat PDF Reader. All pleadings are in PDF format. When installing this product, please review and follow Adobe's directions to utilize an Acrobat PDF Reader after installation.

### Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the Court using the Court's Electronic Filing System. Be sure to view the PDF formatted document before sending it to ensure that it appears in its entirety and in the proper format.

#### How to View a PDF File

- Start the Adobe Acrobat Reader program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Acrobat PDF Reader loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

## How to Convert Documents to Portable Document Format

Conversion of any word processing document to PDF Format is required before submission to the Court's electronic filing system.

The Acrobat PDF Writer installs on your computer as a printer driver. Therefore, to convert a word processing document to a PDF file, you need to seemingly print the document to get the conversion to take place.

Since the Acrobat PDF Writer installs as a printer driver, most software applications installed on the computer will have the ability to print to PDF. For example, the bankruptcy petition preparation software can print to PDF. When the **Save As** box appears on the screen, you save the PDF document just as in any other software application.

The conversion process is relatively simple and can be accomplished in one of two ways depending on the word processing program you are using.

### For WordPerfect:

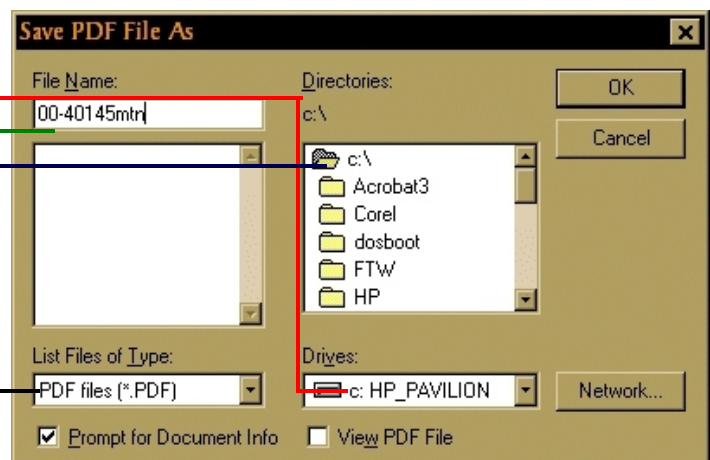
- 1 Once your document is complete and with the document to be converted open on your screen,
- 2 Select **File** from the menu bar, then select **Print** ( or click the printer icon from your toolbar)
- 3 Use the drop down box to select the Current Printer to **Acrobat PDF Writer**
- 4 Click **Print**. The document will not actually print; instead a Save As box will appear on your screen.

a Navigate to the drive

b Navigate to the folder

c Name the file

The PDF extension will affix automatically



- 5 After you've selected the correct drive and folder and named your file, click **OK**.

The PDF conversion is now complete. Your *electronic original* is stored in the folder you designated.

You will still need to save your WordPerfect document in WordPerfect format as you always have, however, you will only file your PDF document with ECF.

**For Microsoft Word 95 or later:**

- 1 Once your document is complete and with the document to be converted open on your screen,
- 2 Click on the **File** menu and select, **Create Adobe PDF**.
- 3 **Be sure to Save the file as a PDF file, giving it a .PDF extension.**
- 4 The file is now a PDF file under the newly designated name. You will still need to save your Word document in Word format as you have always done.

**Any other word processing program:**

- Open the document to be converted.
- Select the **Print** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDFWriter**.
- Click **Print**. The file should not actually print; instead Save As box should appear allowing you to save the document. It may be necessary for you to place the PDF extension on the end of the file name.

*Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.*